

U.S. Department of Agriculture

Pathway Opportunities

Join the USDA Team Now!

On-Line Application

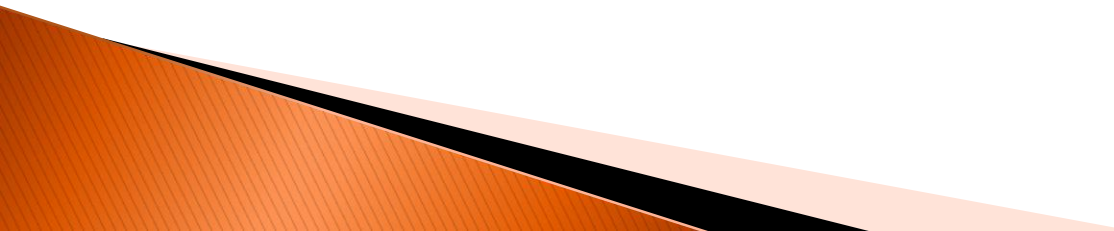
Applicant Guide



Revised on 6/17/2011

USDA MISSION STATEMENT

To provide leadership on food, agriculture, natural resources, and related issues based on sound public policy, the best available science, and efficient management.



Step 1



UNITED STATES DEPARTMENT OF AGRICULTURE

Topics

Programs and Services

Newsroom

Blog

About USDA | Ask the Expert | FAQs | Contact Us | En Español



Site Map | A-Z Index | Advanced Search | Help | Search Tips

Popular Topics

- > Agency Reports
- > Biofuels and Biotech
- > Climate Change
- > Dietary Guidelines
- > Energy
- > Employment Opportunities
- > Food Safety Recalls

>>> More...



Sign up for email updates:



Agriculture Secretary Vilsack Highlights Trade During Visit to St. Louis

Photo: Secretary Tom Vilsack spent part of last week in St. Louis, Mo., making several stops to promote trade and agriculture.

1/5 << || >>

Latest Blogs

- Chicago Hosts Kickoff for Minority Health Month
- Deadline Approaches for Producers to Sign Up for the Conservation Reserve Program
- USDA Rural Development Programs Making a Big Impact in Western Iowa
- Tick Riders: The Cornerstone of USDA's Cattle Fever Tick Program
- Redesigning USDA Online
- Earth Team—Getting Conservation on the Ground
- USDA Forest Service's Fuels for Schools program Turns Biomass into Energy

>>> More...

News

Reports

Information for

Educators and Students

Media
Parents and Caregivers
Producers
Rural Communities
USDA Employees

Secretary's Priorities

Agricultural Production
Civil Rights
Conservation
Energy
Food Safety
Nutrition/Hunger
Rural Development
Trade

Japan 2011

MORE INFO



Let's Move! Initiative



Know Your Farmer
Know Your Food



The People's Garden



Our Open Site



Civil Rights



Food Environment Atlas



Rural Atlas

>>>More...

Mission Areas and Offices

Agencies and Offices

A list of all Agencies and Offices within USDA

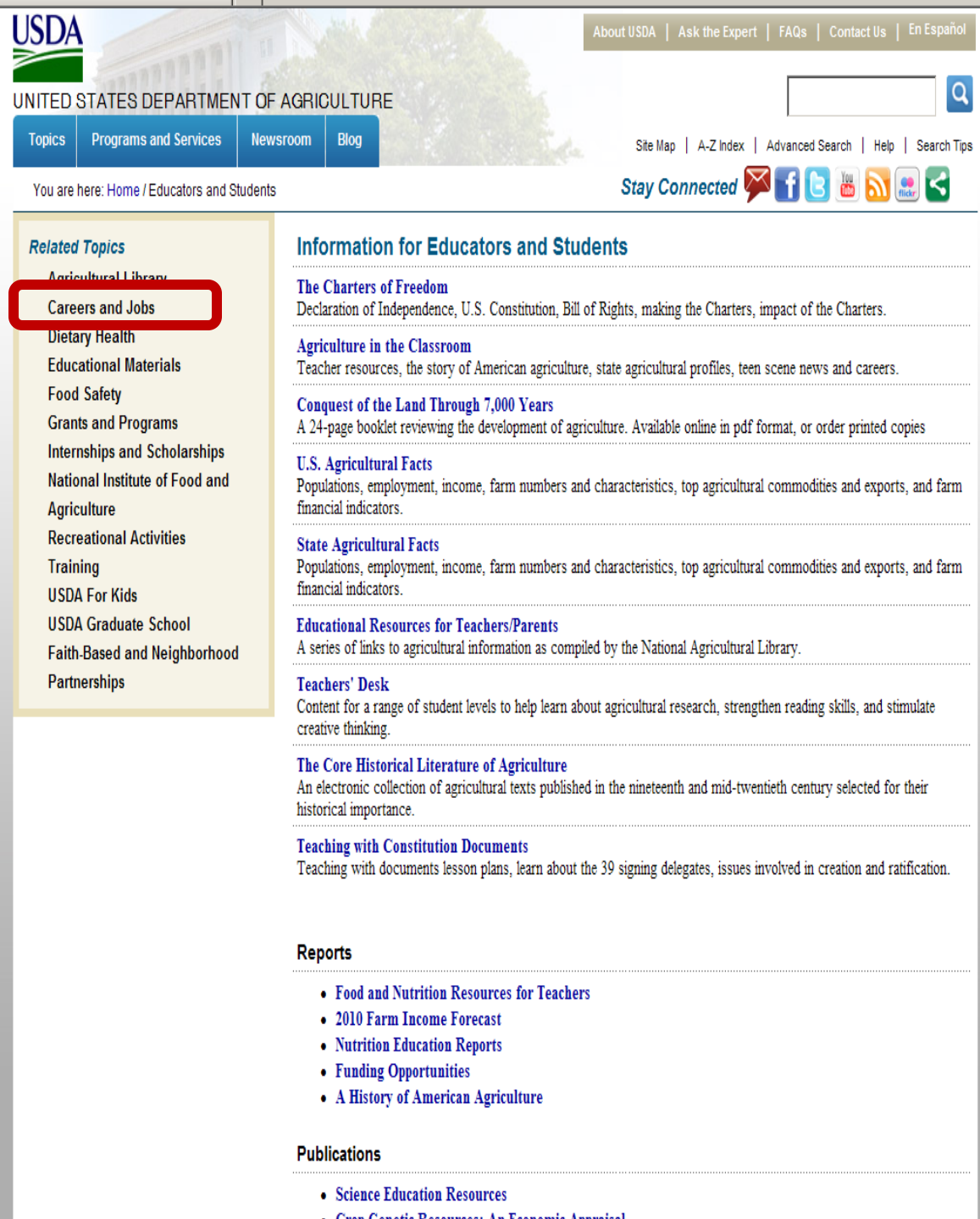
Marketing and Regulatory Programs

Organic program, animal and plant health, grain inspection...

Click on **Educators and Students** under "Information for"

Step 2

Next, click on **Careers and Jobs** under “Related Topics”



USDA
UNITED STATES DEPARTMENT OF AGRICULTURE

Topics Programs and Services Newsroom Blog

You are here: [Home](#) / Educators and Students

Site Map | A-Z Index | Advanced Search | Help | Search Tips

Stay Connected

Related Topics

- Agricultural Library
- Careers and Jobs**
- Dietary Health
- Educational Materials
- Food Safety
- Grants and Programs
- Internships and Scholarships
- National Institute of Food and Agriculture
- Recreational Activities
- Training
- USDA For Kids
- USDA Graduate School
- Faith-Based and Neighborhood Partnerships

Information for Educators and Students

The Charters of Freedom

Declaration of Independence, U.S. Constitution, Bill of Rights, making the Charters, impact of the Charters.

Agriculture in the Classroom

Teacher resources, the story of American agriculture, state agricultural profiles, teen scene news and careers.

Conquest of the Land Through 7,000 Years

A 24-page booklet reviewing the development of agriculture. Available online in pdf format, or order printed copies

U.S. Agricultural Facts

Populations, employment, income, farm numbers and characteristics, top agricultural commodities and exports, and farm financial indicators.

State Agricultural Facts

Populations, employment, income, farm numbers and characteristics, top agricultural commodities and exports, and farm financial indicators.

Educational Resources for Teachers/Parents

A series of links to agricultural information as compiled by the National Agricultural Library.

Teachers' Desk

Content for a range of student levels to help learn about agricultural research, strengthen reading skills, and stimulate creative thinking.

The Core Historical Literature of Agriculture

An electronic collection of agricultural texts published in the nineteenth and mid-twentieth century selected for their historical importance.

Teaching with Constitution Documents

Teaching with documents lesson plans, learn about the 39 signing delegates, issues involved in creation and ratification.

Reports

- Food and Nutrition Resources for Teachers
- 2010 Farm Income Forecast
- Nutrition Education Reports
- Funding Opportunities
- A History of American Agriculture

Publications

- Science Education Resources
- Crop Genetic Resources: An Economic Appraisal

Step 3

This page allows search through individual agency and through links.

To Apply for positions click on **“Internship Opportunities”** on the right side of page.

The screenshot shows the USDA website's 'Careers' page. At the top, the USDA logo and 'UNITED STATES DEPARTMENT OF AGRICULTURE' are visible. Navigation links include 'Topics', 'Programs and Services', 'Newsroom', and 'Blog'. A search bar is in the top right. Below the navigation, a breadcrumb trail reads 'You are here: Home / Careers'. The page is divided into two main columns. The left column, titled 'Related Topics', lists various programs and services, including 'USDA Employee Services', 'Agricultural Research Student Programs', 'National Institute of Food and Agriculture Student Programs', 'Internships and Scholarships', 'USA Jobs', 'Forest Service Student Programs', 'Student Careers', 'National Agricultural Library Internships', 'Economic Research Service Careers', 'National Agricultural Statistics Service Career Opportunities', 'Animal Plant Health Inspection Service Student Programs', 'Center for Nutrition Policy and Promotion Internships', 'Farm Service Agency Summer Intern Program', 'Food and Nutrition Service Careers', 'Food Safety and Inspection Service Internships and Externships', 'Foreign Agriculture Service Career Opportunities', 'Forest Service Student Employment', 'Natural Resources Conservation Service Employment Opportunities', 'Risk Management Agency Job Opportunities', and 'Rural Development Job'. The right column, titled 'Careers', contains three sections: 'View positions within USDA' (with a description of the search results), 'Internship Opportunities' (highlighted with a red box and a red arrow pointing to it from the left), and 'Search for positions within the U.S. Government' (with a description of USAJOBS). Below these, there is a section for 'U.S. Office of Personnel Management'.

Related Topics

- USDA Employee Services
- Agricultural Research Student Programs
- National Institute of Food and Agriculture Student Programs
- Internships and Scholarships
- USA Jobs
- Forest Service Student Programs
- Student Careers
- National Agricultural Library Internships
- Economic Research Service Careers
- National Agricultural Statistics Service Career Opportunities
- Animal Plant Health Inspection Service Student Programs
- Center for Nutrition Policy and Promotion Internships
- Farm Service Agency Summer Intern Program
- Food and Nutrition Service Careers
- Food Safety and Inspection Service Internships and Externships
- Foreign Agriculture Service Career Opportunities
- Forest Service Student Employment
- Natural Resources Conservation Service Employment Opportunities
- Risk Management Agency Job Opportunities
- Rural Development Job

Careers

View positions within USDA

The results of this job search will be compiled specifically for the Department of Agriculture. Some of the jobs displayed may be restricted to agency and/or department employees only. Please be sure to review the job entries and announcements carefully. Applications from outside of the area of consideration may not be evaluated or acknowledged.

Internship Opportunities

Your career in the Federal Government starts here! We offer valuable job experience, training opportunities, excellent benefits, and opportunity for advancement. Whether you are student in high school, college, or graduate school seeking work experience or you are about to graduate and begin your career, consider Federal service!

Search for positions within the U.S. Government

USAJOBS is the official job site of the US Federal Government. It's your one-stop source for Federal jobs and employment information.

U.S. Office of Personnel Management

The Office of Personnel Management provides valuable employment, pay and performance, and leadership and individual development information for current Federal employees and those looking to work for the Federal Government.

Step 4

Click:
Apply here!

Related Topics

USDA Employee Services
Agricultural Research Student Programs
National Institute of Food and Agriculture Student Programs
Internships and Scholarships
USA Jobs
Forest Service Student Programs
Student Careers
National Agricultural Library
Internships
Economic Research Service
Careers
National Agricultural Statistics
Service Career Opportunities
Animal Plant Health Inspection
Service Student Programs
Center for Nutrition Policy and Promotion Internships
Farm Service Agency Summer Intern Program
Food and Nutrition Service Careers
Food Safety and Inspection Service
Internships and Externships
Foreign Agriculture Service Career Opportunities
Forest Service Student Employment

Natural Resources Conservation
Service Employment Opportunities
Risk Management Agency Job Opportunities
Rural Development Job

USDA Internships and Scholarships

Internship Programs

Student Internship Programs provide paid and unpaid work experience to students who are in High School or pursuing an undergraduate or graduate degree in an accredited college or university (including Community College). Internships can be seasonal (Summer, Fall, Spring) or year-round. [Apply here!](#)

Scholarship Programs

Student Scholarship Programs provide undergraduate or graduate students with various supports such as tuition assistance, internships, career development, leadership development, mentoring, and/or grants to support research studies.

Recent Graduate Program

The recent graduate program provides individuals who have recently graduated from qualifying educational institutions or programs with developmental experiences in the Federal Government intended to promote possible careers in the civil service. Participants must have obtained a degree, or completed a qualifying career or technical education program within the preceding 2 years. Except for veterans are eligible to participate to the program within 6 years of obtaining a degree or graduating qualifying program.

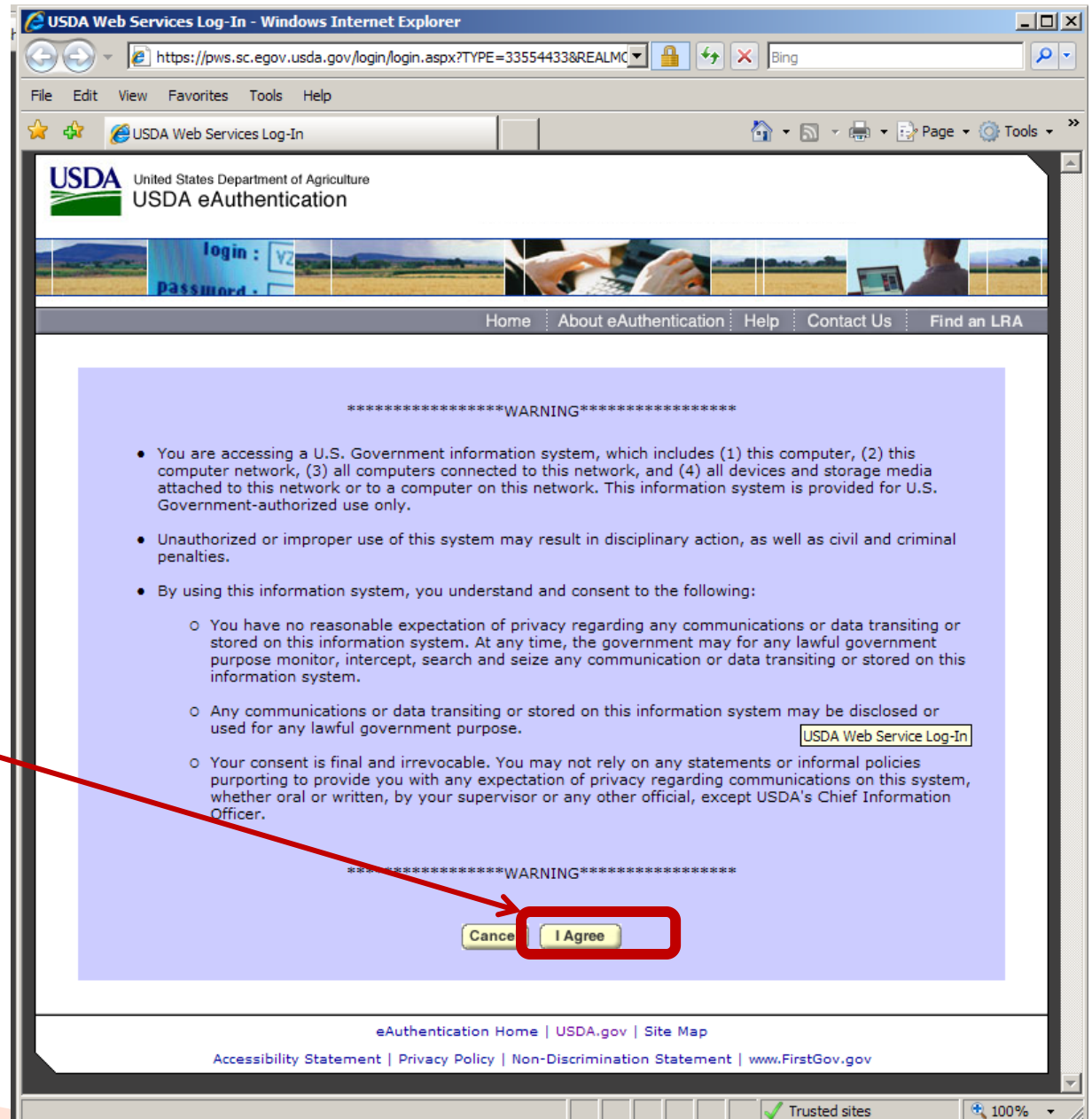
Fellowship Programs

Fellowship Programs are prestigious, competitive programs that support leadership development of recent graduates who have been pre-qualified or recommended by a network of graduate schools. Graduates are provided with a 2 year appointment at USDA that leads to conversion to a permanent appointment

Step 5

You will be prompted to the “**accessing a U.S. Government Information System**” message page.

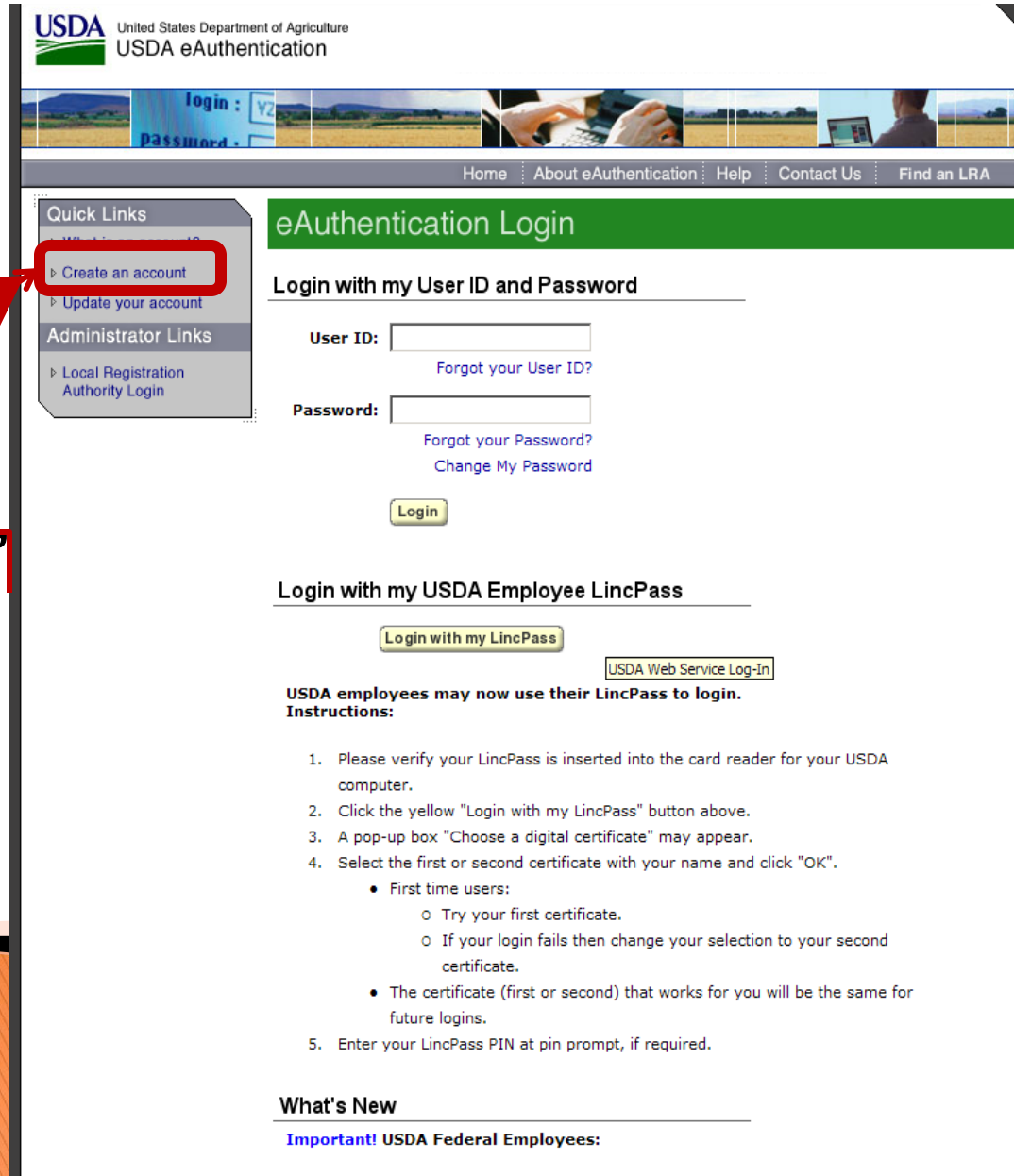
Please read information and click **I Agree.**



Step 6

You will be prompted to the
“e-Authentication Login”
page.

Click **“Create an account”**



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USDA eAuthentication

login : yz
password :

Home About eAuthentication Help Contact Us Find an LRA

eAuthentication Login

Login with my User ID and Password

User ID:

[Forgot your User ID?](#)

Password:

[Forgot your Password?](#)
[Change My Password](#)

Login with my USDA Employee LincPass

USDA employees may now use their LincPass to login.
Instructions:

1. Please verify your LincPass is inserted into the card reader for your USDA computer.
2. Click the yellow "Login with my LincPass" button above.
3. A pop-up box "Choose a digital certificate" may appear.
4. Select the first or second certificate with your name and click "OK".
 - First time users:
 - Try your first certificate.
 - If your login fails then change your selection to your second certificate.
 - The certificate (first or second) that works for you will be the same for future logins.
5. Enter your LincPass PIN at pin prompt, if required.

What's New

Important! USDA Federal Employees:

Step 7

You will be prompted to the
“**e-Authentication Login**”
page.

Click “**Create an account**”



Step 8

Click Level 1 Access

USDA United States Department of Agriculture
USDA eAuthentication

login : YZ
password :

Home About eAuthentication Help Contact Us Find an LRA

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

Create an Account

What Level of Access do you need?

If you are a USDA Federal Employee, the **USDA Employee Create an Account** page will take you through the steps to create a USDA eAuthentication Employee Account.

If you are a USDA customer (Users who are not USDA Federal Employees), you should answer the following questions to determine if you need Level 1 or Level 2 account access:

Would you like to interact with the USDA doing the following?

- Conducting official electronic business transactions via the Internet?
- Entering into a contract with the USDA?
- Filling out and Submitting electronic forms or applications for USDA via the Internet?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with **Level 2 Access**.

If you already have a Level 1 eAuthentication account and need Level 2 Access, then **log into your profile** and select "Apply for Customer Level 2 Authentication". No need to create a new account, simply upgrade from Level 1 to Level 2.

Would you like to interact with the USDA doing the following?

- Utilizing an application or USDA web portal that indicates a Level 1 account is needed?
- Obtaining general information about a specific USDA agency?
- Participating in public surveys for a USDA agency?

If you answered YES to 1 or more of these questions, you will need to register for an eAuthentication account with **Level 1 Access**.

eAuthentication Home | USDA.gov | Site Map

Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

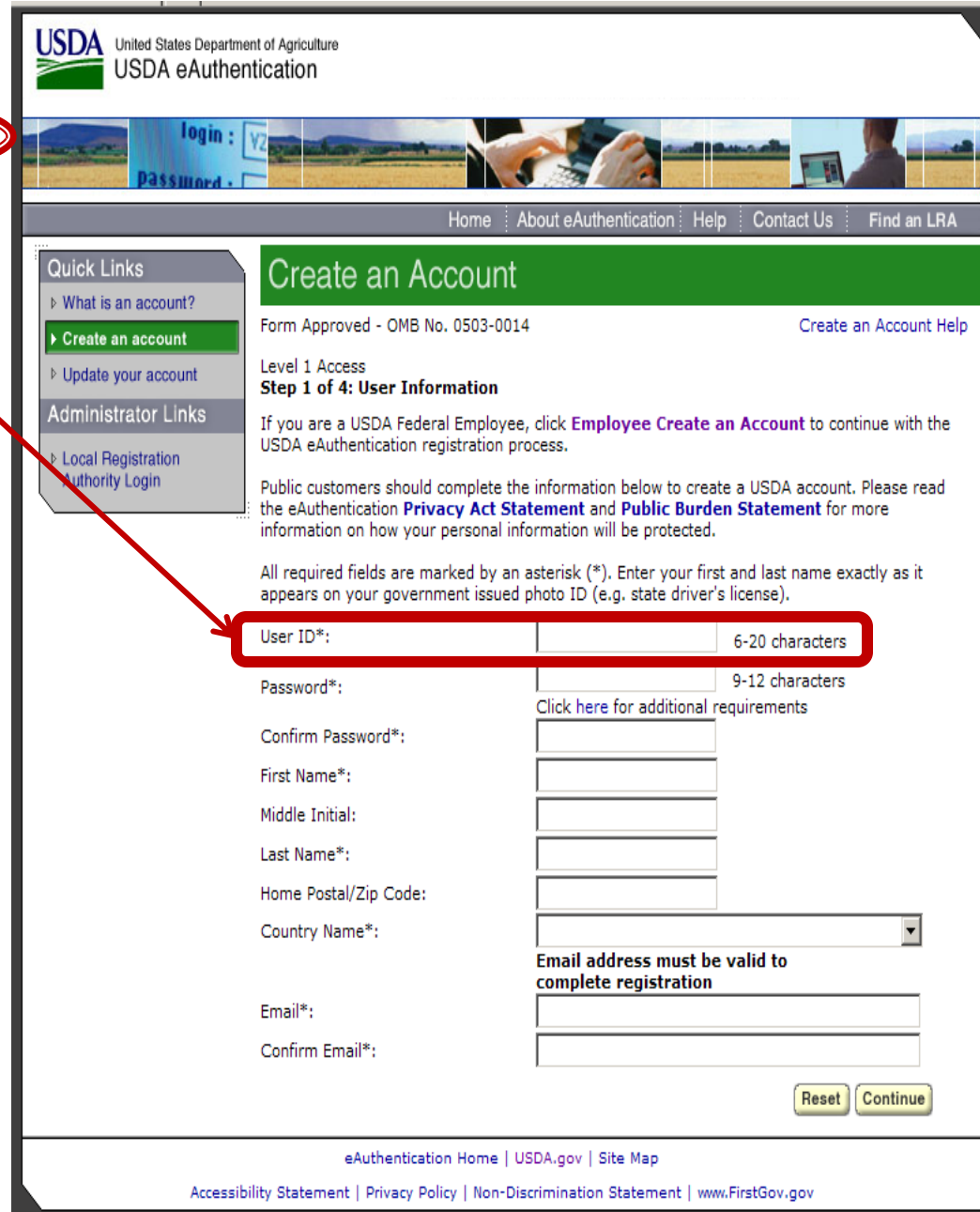
Why we use E-authentication (E-Auth) in the One-Stop Common Application?

E-authentication is a security tool that is used by USDA to ensure that information being submitted by applicants is maintained in a secure environment. Additionally, once a student creates an e-authentication account with USDA, they can use this account to revisit their current application, make changes, update and access archived applications for re-submission. By providing an e-authentication requirement in order to apply using the One-Stop Application, USDA is keeping your personal information safe and only accessible by the person creating the account.

Step 9

Create an Identification (ID)

(6-20
characters)



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USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

Create an Account

Form Approved - OMB No. 0503-0014 [Create an Account Help](#)

Level 1 Access
Step 1 of 4: User Information

If you are a USDA Federal Employee, click **Employee Create an Account** to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication **Privacy Act Statement** and **Public Burden Statement** for more information on how your personal information will be protected.

All required fields are marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*: 6-20 characters

Password*: 9-12 characters
[Click here for additional requirements](#)

Confirm Password*:

First Name*:

Middle Initial:

Last Name*:

Home Postal/Zip Code:

Country Name*:

Email address must be valid to complete registration

Email*:

Confirm Email*:

[Reset](#) [Continue](#)

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)
[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [www.FirstGov.gov](#)

Step 10

Create a password

(9–12 characters)

When choosing a password only **use characters and words that are not found in the dictionary**. At least one word has to be capitalized and another one lower case. You also have to choose either of the following **characters: #, *, %, &** as part of your password.

Sample password:
7#Bt257qu*

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USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

Create an Account

Form Approved - OMB No. 0503-0014 [Create an Account Help](#)

Level 1 Access
Step 1 of 4: User Information

If you are a USDA Federal Employee, click [Employee Create an Account](#) to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*: 6-20 characters

Password*: 9-12 characters
[Click here for additional requirements](#)

Confirm Password*:

First Name*:

Middle Initial:

Last Name*:

Home Postal/Zip Code:

Country Name*:

Email address must be valid to complete registration

Email*:


Confirm Email*:

[Reset](#) [Continue](#)


[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)
[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [www.FirstGov.gov](#)

Step 11

Confirm your
password



United States Department of Agriculture
USDA eAuthentication



Home | About eAuthentication | Help | Contact Us | Find an LRA

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration
- Authority Login

Create an Account

Form Approved - OMB No. 0503-0014 [Create an Account Help](#)

Level 1 Access
Step 1 of 4: User Information

If you are a USDA Federal Employee, click [Employee Create an Account](#) to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*:

6-20 characters

Password*:

9-12 characters

Confirm Password*:

First Name*:

Middle Initial:

Last Name*:

Home Postal/Zip Code:

Country Name*:

Email*:

Confirm Email*:

Email address must be valid to complete registration

Reset

Continue

eAuthentication Home | [USDA.gov](#) | [Site Map](#)

[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [www.FirstGov.gov](#)

Step 12

Provide:

1. First Name
2. Middle Initial
3. Last Name
4. Zip-code
5. Country Name

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Home About eAuthentication Help Contact Us Find an LRA

Create an Account

Form Approved - OMB No. 0503-0014 [Create an Account Help](#)

Level 1 Access
Step 1 of 4: User Information

If you are a USDA Federal Employee, click [Employee Create an Account](#) to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*: 6-20 characters

Password*: 9-12 characters
[Click here for additional requirements](#)

Confirm Password*:

First Name*:

Middle Initial:

Last Name*:

Home Postal/Zip Code:

Country Name*:

Email address must be valid to complete registration

Email*:

Confirm Email*:

[Reset](#) [Continue](#)

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)
[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [www.FirstGov.gov](#)

Step 13

Provide:

Email address

Note:

Your email must be valid to complete your registration.

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USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

Create an Account

Form Approved - OMB No. 0503-0014 [Create an Account Help](#)

Level 1 Access
Step 1 of 4: User Information

If you are a USDA Federal Employee, click **Employee Create an Account** to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication **Privacy Act Statement** and **Public Burden Statement** for more information on how your personal information will be protected.

All required fields are marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*: 6-20 characters

Password*: 9-12 characters
[Click here](#) for additional requirements

Confirm Password*:

First Name*:

Middle Initial:

Last Name*:

Home Postal/Zip Code:

Country Name*:

Email*:

Confirm Email*:

Email address must be valid to complete registration

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)
[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [www.FirstGov.gov](#)

Step 14

Click continue to create your account access.

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Home | About eAuthentication | Help | Contact Us | Find an LRA

Create an Account

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Level 1 Access
Step 1 of 4: User Information

If you are a USDA Federal Employee, click **Employee Create an Account** to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication **Privacy Act Statement** and **Public Burden Statement** for more information on how your personal information will be protected.

All required fields are marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*: 6-20 characters

Password*: 9-12 characters
[Click here for additional requirements](#)

Confirm Password*:

First Name*:

Middle Initial:

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Email*:

Confirm Email*:

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)
[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [www.FirstGov.gov](#)

Step 15

After you have created your **account**, a **verification** confirmation message will appear as follows:

Please double check that your information is correct before clicking the submit option.

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login : v2
Password :

Home About eAuthentication Help Contact Us Find an LRA

Create an Account

Level 1 Access
Step 2 of 4: User Information Confirmation

Verify your Level 1 access information.
Click the Back button to make changes or click the Submit button to create your account with Level 1 access.

User ID:
Password:
First Name:
Middle Initial:
Last Name:
Home Postal/Zip Code:
Country Name:
Email:

tvshow213
**** Not Shown ****
wenndy

20009
United States

Please verify that your information is correct before clicking the Submit button.

Back Submit

eAuthentication Home | USDA.gov | Site Map
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

Done Trusted sites 100%

Step 16

After clicking the **submit option**, a final verification confirmation message will appear as follows:

Please print this page or save it in your browser for future reference.

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Home | About eAuthentication | Help | Contact Us | Find an LRA

Create an Account

Level 1 Access
Step 3 of 4: Print and Check Email

Please print this page for future reference.

Congratulations wenddy carrasco, only one more step to complete your initial registration!

You should receive a confirmation email within 1 hour from eAuthHelpDesk@ftc.usda.gov with the subject line of 'Action Required: Instructions to Activate your USDA Account with Level 1 Access'

Step 4 is contained within this email, and is as simple as clicking a link to activate your account.

The User ID you created is : tvshow213

The email address you provided is: [REDACTED]

To activate your account, you must click on the activation link provided in the confirmation email within **7 days**. Be sure to follow the instructions provided in the confirmation email to activate your account with Level 1 access.

NOTE: If you do not confirm your account within the required 7 days, your account will be terminated and you will have to start the entire process over again.

If after 24 hours you do not receive the confirmation email:

1. Check your email provider filters.
2. Check your personal email filter settings.
3. Contact the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or 800-457-3642. Please provide your User ID, first and last name, and email address.

[Close Window](#)

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)

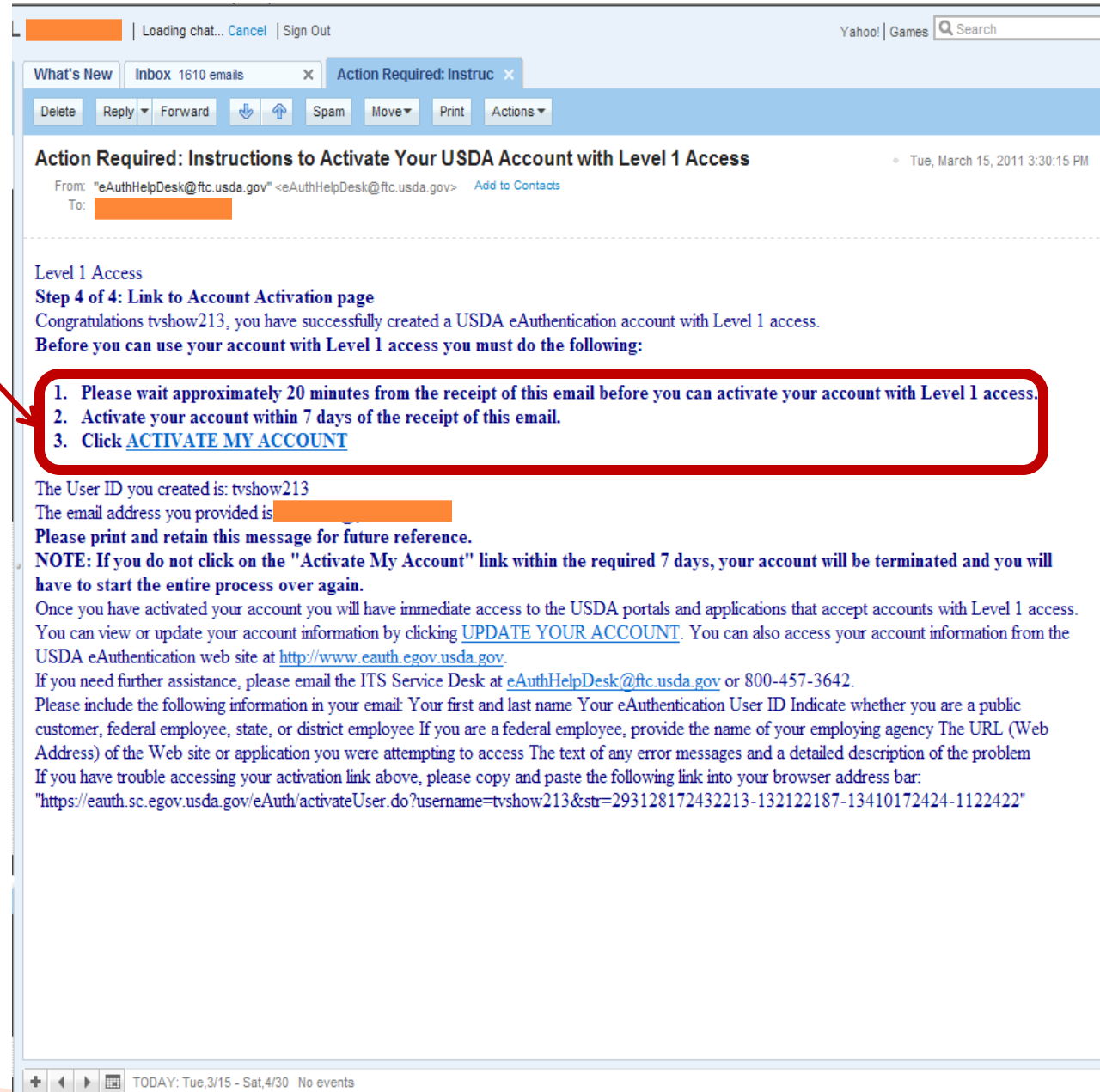
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Step 17

Check your **personal email account** for the instructions to Activate the e-Authentication account.

Follow steps 1 to 3

After clicking "**Activate My Account**," you will be taken to the account activation confirmation page.



What's New | Loading chat... Cancel | Sign Out | Yahoo! Games Search

Inbox 1610 emails | Action Required: Instruc

Delete Reply Forward Spam Move Print Actions

Action Required: Instructions to Activate Your USDA Account with Level 1 Access Tue, March 15, 2011 3:30:15 PM

From: "eAuthHelpDesk@ftc.usda.gov" <eAuthHelpDesk@ftc.usda.gov> Add to Contacts
To: [redacted]

Level 1 Access
Step 4 of 4: Link to Account Activation page
Congratulations tvshow213, you have successfully created a USDA eAuthentication account with Level 1 access.
Before you can use your account with Level 1 access you must do the following:

1. Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 1 access.
2. Activate your account within 7 days of the receipt of this email.
3. Click [ACTIVATE MY ACCOUNT](#)

The User ID you created is: tvshow213
The email address you provided is [redacted]
Please print and retain this message for future reference.
NOTE: If you do not click on the "Activate My Account" link within the required 7 days, your account will be terminated and you will have to start the entire process over again.
Once you have activated your account you will have immediate access to the USDA portals and applications that accept accounts with Level 1 access. You can view or update your account information by clicking [UPDATE YOUR ACCOUNT](#). You can also access your account information from the USDA eAuthentication web site at <http://www.eauth.egov.usda.gov>.
If you need further assistance, please email the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or 800-457-3642.
Please include the following information in your email: Your first and last name Your eAuthentication User ID Indicate whether you are a public customer, federal employee, state, or district employee If you are a federal employee, provide the name of your employing agency The URL (Web Address) of the Web site or application you were attempting to access The text of any error messages and a detailed description of the problem
If you have trouble accessing your activation link above, please copy and paste the following link into your browser address bar:
"https://eauth.sc.egov.usda.gov/eAuth/activateUser.do?username=tvshow213&str=293128172432213-132122187-13410172424-1122422"

TODAY: Tue, 3/15 - Sat, 4/30 No events

Step 18

Account Activation confirmation

Follow the instructions:

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USDA eAuthentication

login : y2
password :

Home | About eAuthentication | Help | Contact Us | Find an LRA

Account Activation

Thank you, your account has been activated.

If you are a USDA Federal Employee, no further action is needed.

Please wait approximately 20 minutes from the time of activation before using this account

If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with Level 2 access, you will still need to visit a USDA Service Center for identity-proofing if you have not already.

If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with only Level 1 access, no further action is needed.

Close Window

Quick Links
› What is an account?
› Create an account
› Update your account


Administrator Links
› Local Registration Authority Login

eAuthentication Home | USDA.gov | Site Map
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

E-Authentication Process



United States Department of Agriculture
USDA eAuthentication



[Home](#) | [About eAuthentication](#) | [Help](#) | [Contact Us](#) | [Find an LRA](#)

Quick Links

- [What is an account?](#)
- [Create an account](#)
- [Update your account](#)

Administrator Links

- [Local Registration Authority Login](#)

eAuthentication Login

Login with my User ID and Password

User ID:

[Forgot your User ID?](#)

Password:

[Forgot your Password?](#)
[Change My Password](#)

Login with my USDA Employee LincPass

Step 15

After **obtaining your e-Authentication account**, sign-in to get access to the student portal. You will be prompted to the welcome page.

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

eAuthentication Login

Login with my User ID and Password

User ID: [Forgot your User ID?](#)

Password: [Forgot your Password?](#) [Change My Password](#)

Login with my USDA Employee LincPass

[USDA Web Service Log-In](#)

USDA employees may now use their LincPass to login.

Instructions:

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- Click the yellow "Login with my LincPass" button above.
- A pop-up box "Choose a digital certificate" may appear.
- Select the first or second certificate with your name and click "OK".
 - First time users:
 - Try your first certificate.
 - If your login fails then change your selection to your second certificate.
 - The certificate (first or second) that works for you will be the same for future logins.
- Enter your LincPass PIN at pin prompt, if required.

What's New

Important! USDA Federal Employees:

Student Portal

USDA **STUDENT PORTAL**

[Eligibility](#) [Definition of Student](#) [General Provisions](#) [Uploading Transcripts / Resumes](#) [EEO Disclaimer](#) [Home](#)

You are on>>Welcome

The U.S. Department of Agriculture's Student Internship Program (SIP) offers students an opportunity to enhance their education by working as an intern at one of our USDA agencies.

The program gives students an opportunity to gain valuable work experience in their area of interest with hopes of sparking a student's interest in working for USDA.

[View Application](#)

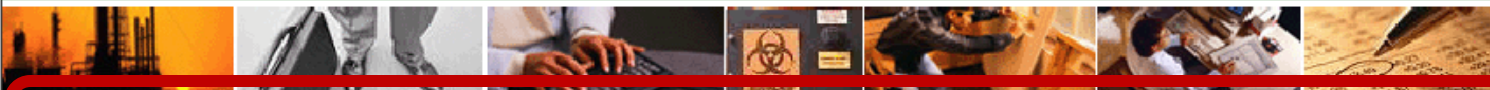
This Site is best viewed on IE 6.0 or higher

Direct questions or concerns regarding this web site to DMAPSERVICES@USDA

POWERED BY WCYS



STUDENT PORTAL

[Eligibility](#)[Definition of Student](#)[General Provisions](#)[Uploading Transcripts / Resumes](#)[EEO Disclaimer](#)[Home](#)

Eligibility

USDA interns must be a United States citizen or a permanent resident alien.

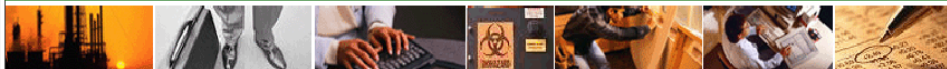
If you are a naturalized citizen, you will be eligible.

If you have questions regarding your citizenship status, please visit immigration.com/us-citizenship-and-naturalization.

If you are a permanent resident alien (PR), you must provide proof of permanent resident alien or legal status. Please visit immigration.com/us-citizenship-and-naturalization.



STUDENT PORTAL

[Eligibility](#)[Definition of Student](#)[General Provisions](#)[Uploading Transcripts / Resumes](#)[EEO Disclaimer](#)[Home](#)

Upload Transcripts/Resume

Instructions:

- Obtain an "Unofficial" transcript from your school or your school's web site.
- Scan and save your transcript as a PDF or a TIFF file.
- Make sure the file is less than 2MB in size, larger files will not be accepted.
- Make sure the file is legible on the screen and when printed.
- Click the "Browse" button to select your transcript file on your computer.
- Choose the document you want to upload.
- Click the "Upload" button to send it to our server.
- Check that your file was received by downloading it (clicking its link) from our server.
- You may be asked to submit an official transcript via postal mail if you are selected.
- Programs may reject /dismiss you if there are discrepancies between unofficial and official transcripts.

Please Note: To update your documents, re-upload it. This will overwrite the previous version.

Example of what your resume should have:

- Your name and contact information
- Employment History, including past internships
 - Name of employer
 - Dates of employment
 - Name of supervisor
 - Contact information for supervisor
- Education and Certifications, if any.
- Skills and Abilities, including computer competencies and /or research projects you've worked on
- Honors and awards
- Membership and extracurricular activities (including offices held and dates)
- Volunteerism / Community Work

Troubleshooting

If you are having trouble with converting your document to a PDF, here are few approaches that you can take in finding a solution.

Direct questions or concerns to [USDA Internship](#)

am.

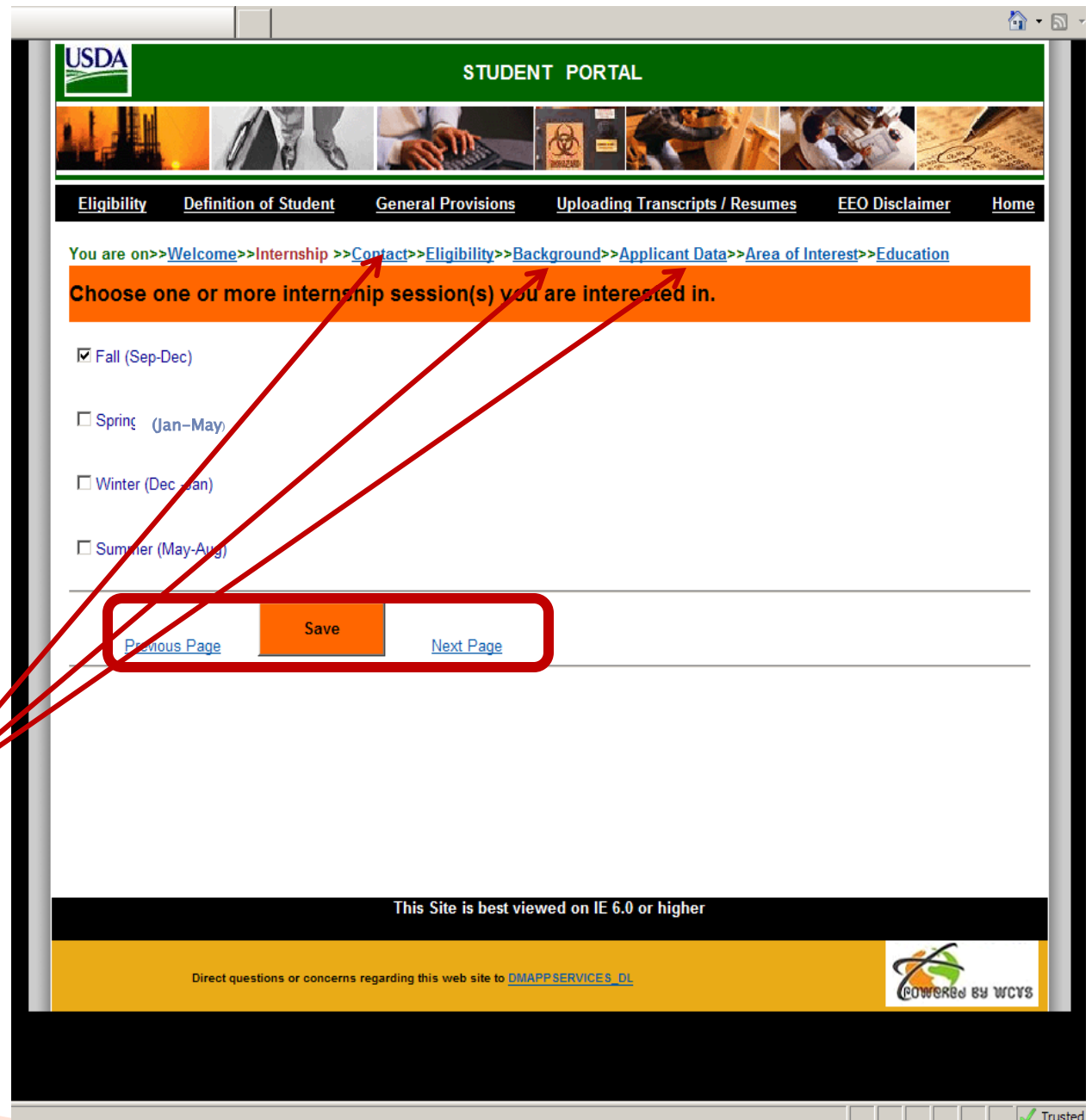
g
[US-](#)

RCVS

Step 17

Choose an Internship session. You have the option to save and move to the next page. We encourage you to always save your answer before moving to the next section.

You also have the option to choose from the top menu to skip sections.



The screenshot displays the USDA Student Portal interface. At the top, the USDA logo is on the left, and "STUDENT PORTAL" is centered in a green header. Below the header is a row of seven small images. A navigation bar contains links: [Eligibility](#), [Definition of Student](#), [General Provisions](#), [Uploading Transcripts / Resumes](#), [EEO Disclaimer](#), and [Home](#). A breadcrumb trail reads: "You are on>>[Welcome](#)>>[Internship](#)>>[Contact](#)>>[Eligibility](#)>>[Background](#)>>[Applicant Data](#)>>[Area of Interest](#)>>[Education](#)".

An orange instruction box states: "Choose one or more internship session(s) you are interested in." Below this, four radio button options are listed:

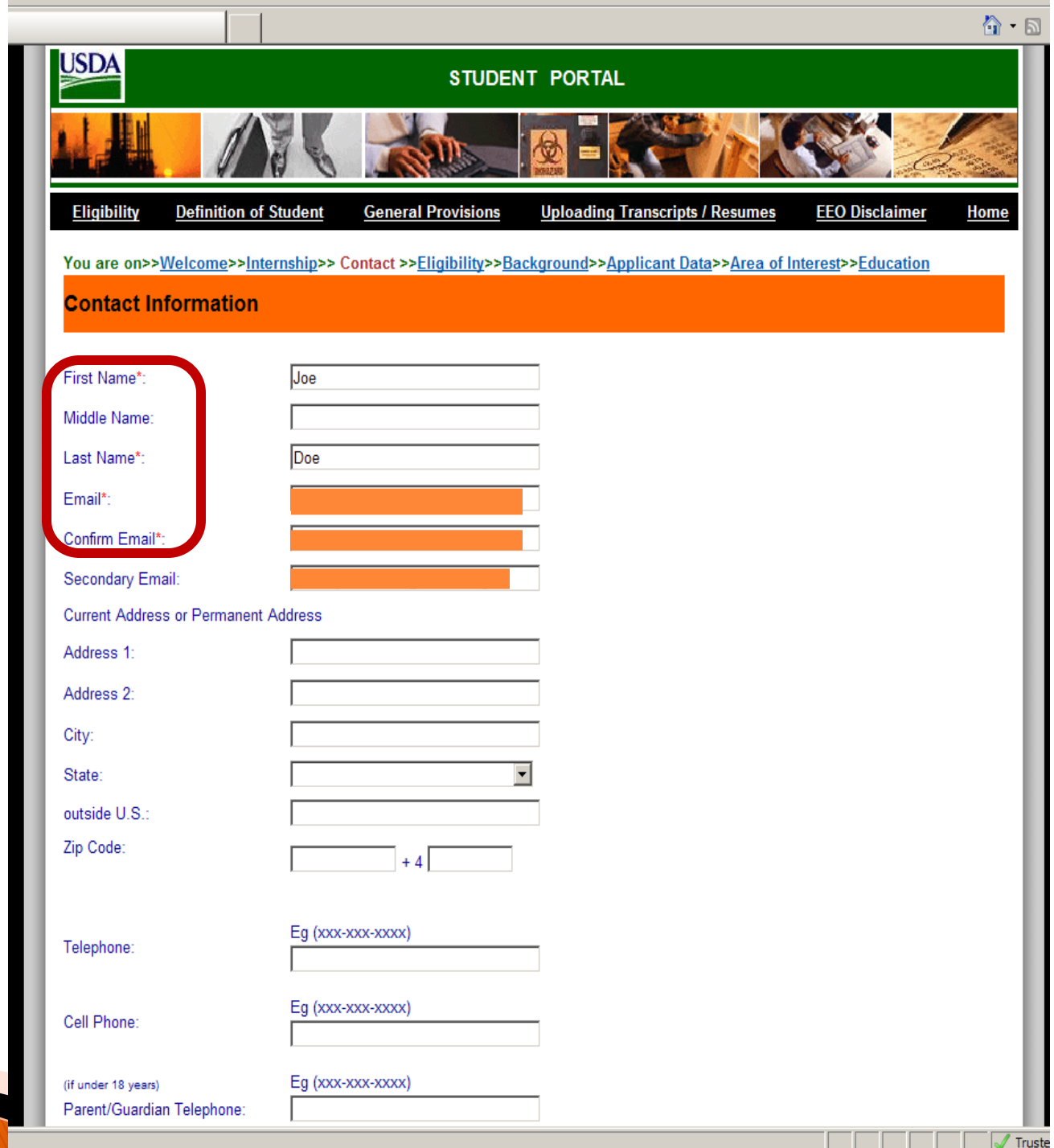
- ☒ Fall (Sep-Dec)
- ☐ Spring (Jan-May)
- ☐ Winter (Dec-Jan)
- ☐ Summer (May-Aug)

A red box highlights the navigation controls at the bottom of the form: [Previous Page](#), a **Save** button, and [Next Page](#). Three red arrows originate from the text "You also have the option to choose from the top menu to skip sections." and point to the [Contact](#), [Background](#), and [Applicant Data](#) links in the breadcrumb trail.

At the bottom of the page, a black bar contains the text "This Site is best viewed on IE 6.0 or higher". Below that, a yellow bar contains the text "Direct questions or concerns regarding this web site to [DMAPPSERVICES_DL](#)". On the right side of the yellow bar is a logo with the text "POWERED BY WCYS".

Step 18

Any information with an asterisk (*) is required and you will not be able to move to the next page until this information is added.



The screenshot shows the USDA Student Portal interface. At the top is a green header with the USDA logo and the text "STUDENT PORTAL". Below the header is a row of six small images. Underneath is a navigation bar with links: [Eligibility](#), [Definition of Student](#), [General Provisions](#), [Uploading Transcripts / Resumes](#), [EEO Disclaimer](#), and [Home](#). Below the navigation bar is a breadcrumb trail: [You are on](#) >> [Welcome](#) >> [Internship](#) >> [Contact](#) >> [Eligibility](#) >> [Background](#) >> [Applicant Data](#) >> [Area of Interest](#) >> [Education](#). The main content area has an orange header that says "Contact Information". Below this is a form with several fields. The fields "First Name*", "Middle Name:", "Last Name*", "Email*", and "Confirm Email*" are grouped together and enclosed in a red rounded rectangle. The "First Name*" field contains the text "Joe". The "Last Name*" field contains the text "Doe". The "Email*" and "Confirm Email*" fields are currently empty and have an orange background. Below these fields are "Secondary Email:" and "Current Address or Permanent Address". Under "Current Address or Permanent Address" are fields for "Address 1:", "Address 2:", "City:", "State:" (a dropdown menu), "outside U.S.:", and "Zip Code:". The "Zip Code:" field is split into two parts with a "+ 4" in between. Below the address fields are "Telephone:" and "Cell Phone:" fields, both with a placeholder "Eg (xxx-xxx-xxxx)". At the bottom is a "Parent/Guardian Telephone:" field with a placeholder "Eg (xxx-xxx-xxxx)" and a note "(if under 18 years)".

USDA STUDENT PORTAL

[Eligibility](#) [Definition of Student](#) [General Provisions](#) [Uploading Transcripts / Resumes](#) [EEO Disclaimer](#) [Home](#)

[You are on](#) >> [Welcome](#) >> [Internship](#) >> [Contact](#) >> [Eligibility](#) >> [Background](#) >> [Applicant Data](#) >> [Area of Interest](#) >> [Education](#)

Contact Information

First Name*: Joe

Middle Name:

Last Name*: Doe

Email*:

Confirm Email*:

Secondary Email:

Current Address or Permanent Address

Address 1:

Address 2:

City:

State:

outside U.S.:

Zip Code: + 4

Telephone: Eg (xxx-xxx-xxxx)

Cell Phone: Eg (xxx-xxx-xxxx)

(if under 18 years) Parent/Guardian Telephone: Eg (xxx-xxx-xxxx)

Step 19

The screenshot displays the USDA Student Portal interface. At the top, the USDA logo is on the left, and 'STUDENT PORTAL' is centered in a green header. Below this is a row of seven small images. A navigation bar contains links: 'Eligibility' (highlighted with a blue box), 'Definition of Student', 'General Provisions', 'Uploading Transcripts / Resumes', 'EEO Disclaimer', and 'Home'. A breadcrumb trail reads: 'You are on: [Home](#) >> [Welcome](#) >> [Internship](#) >> [Contact](#) >> [Eligibility](#) >> [Background](#) >> [Applicant Data](#) >> [Area of Interest](#) >> [Education](#)'. The 'Eligibility' section is highlighted with an orange bar. Below this, a red rounded rectangle encloses four radio button options:
☒ I am a United States Citizen.
☐ I am a Naturalized United States Citizen
☐ I am a permanent U.S. Resident or a Green Card Holder.
☐ Other
Below the options are three buttons: 'Previous Page' (a blue link), 'Save' (an orange button), and 'Next Page' (a blue link). At the bottom, a black bar states 'This Site is best viewed on IE 6.0 or higher'. Below that, a yellow bar contains the text 'Direct questions or concerns regarding this web site to [DMAPPSERVICES_DL](#)' and a logo for 'POWERED BY WCYS'. The browser's address bar and a 'Trusted' icon are visible at the very bottom.

USDA

STUDENT PORTAL

[Eligibility](#) [Definition of Student](#) [General Provisions](#) [Uploading Transcripts / Resumes](#) [EEO Disclaimer](#) [Home](#)

You are on: [Home](#) >> [Welcome](#) >> [Internship](#) >> [Contact](#) >> [Eligibility](#) >> [Background](#) >> [Applicant Data](#) >> [Area of Interest](#) >> [Education](#)

Eligibility

☒ I am a United States Citizen.
☐ I am a Naturalized United States Citizen
☐ I am a permanent U.S. Resident or a Green Card Holder.
☐ Other

[Previous Page](#) [Save](#) [Next Page](#)

This Site is best viewed on IE 6.0 or higher

Direct questions or concerns regarding this web site to [DMAPPSERVICES_DL](#)

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Trusted

Step 20

Background Information

The screenshot shows the 'STUDENT PORTAL' interface. At the top, there is a green header with the USDA logo and the text 'STUDENT PORTAL'. Below this is a navigation bar with links: [Eligibility](#), [Definition of Student](#), [General Provisions](#), [Uploading Transcripts / Resumes](#), [EEO Disclaimer](#), and [Home](#). A breadcrumb trail reads: [You are on](#) >> [Welcome](#) >> [Internship](#) >> [Contact](#) >> [Eligibility](#) >> [Background](#) >> [Applicant Data](#) >> [Area of Interest](#) >> [Education](#). The 'Background Data' section is highlighted with an orange bar. The form title is 'Background Data'. The first section is 'How did you hear about USDA', with the instruction 'Please take a moment to tell us how you first learned about USDA (check all that apply)'. It contains a list of checkboxes for various sources: Family Member, Former USDA Intern, USDA Affinity Group, Friend, USDA/Hispanic Association of Colleges and Universities (HACU), USDA/1890 National Scholar, Lecture, USDA Employee, USDA/1994 National Scholar, Advisor, Department Office, USDA/Washington Internship for Native Students (WINS), Online University Posting, Grant Award, USDA/Conference on Asian Pacific American Leadership (CAPAL), Career Fair, Searched the Web, USDA/Public Service Leader Scholar, Scholarship Award, Facebook, LinkedIn, Twitter, Professor, University, and Conference. To the right of these are three text input fields: 'Name of the Professor:', 'Name of the University:', and 'Name of the Conference:'. The second section is 'Do you hold a valid Security Clearance? (Select one)', with radio button options: Confidential, Secret, Top Secret, Above Top Secret - Sensitive Compartmentalized Information (SIC), and Do not Know. At the bottom of the form are three buttons: 'Previous Page', 'Save', and 'Next Page'. A footer note states 'This Site is best viewed on IE 6.0 or higher'. The very bottom of the page has a yellow bar with the text 'Direct questions or concerns regarding this web site to [DMAPP SERVICE 5_DL](#)' and a logo for 'POWERED BY WCYS'.

STUDENT PORTAL

[Eligibility](#) [Definition of Student](#) [General Provisions](#) [Uploading Transcripts / Resumes](#) [EEO Disclaimer](#) [Home](#)

You are on >> [Welcome](#) >> [Internship](#) >> [Contact](#) >> [Eligibility](#) >> [Background](#) >> [Applicant Data](#) >> [Area of Interest](#) >> [Education](#)

Background Data

How did you hear about USDA
Please take a moment to tell us how you first learned about USDA (check all that apply)

☐ Family Member
☐ Former USDA Intern
☐ USDA Affinity Group
☐ Friend
☐ USDA/Hispanic Association of Colleges and Universities (HACU)
☐ USDA/1890 National Scholar
☐ Lecture
☐ USDA Employee
☐ USDA/1994 National Scholar
☐ Advisor
☐ Department Office
☐ USDA/Washington Internship for Native Students (WINS)
☐ Online University Posting
☐ Grant Award
☐ USDA/Conference on Asian Pacific American Leadership (CAPAL)
☐ Career Fair
☐ Searched the Web
☐ USDA/Public Service Leader Scholar
☐ Scholarship Award
☐ Facebook
☐ LinkedIn
☐ Twitter
☐ Professor
☐ University
☐ Conference

Name of the Professor:
Name of the University:
Name of the Conference:

Do you hold a valid Security Clearance? (Select one)

☐ Confidential
☐ Secret
☐ Top Secret
☐ Above Top Secret - Sensitive Compartmentalized Information (SIC)
☐ Do not Know


[Previous Page](#) [Next Page](#)



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Direct questions or concerns regarding this web site to [DMAPP SERVICE 5_DL](#)

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Step 21

STUDENT PORTAL



[Eligibility](#) [Definition of Student](#) [General Provisions](#) [Uploading Transcripts / Resumes](#) [EEO Disclaimer](#) [Home](#)

You are on>>[Welcome](#)>>[Internship](#)>>[Contact](#)>>[Eligibility](#)>>[Background](#)>> **Applicant Data** >>[Area of Interest](#)>>[Education](#)

Applicant Data (Optional)

This section is optional for all candidates. If you decide not to complete this section, it will not impact the assessment of your application.

Gender :

☐ Male ☒ Female

If you selected Male, please indicate if you have registered for Selective Services.

☐ Yes ☒ No

Race/Ethnicity :

☐ Indian or Alaska Native

☐ Asian

☐ Asian (including Middle East and India)

☐ Black or African American

☒ Hispanic or Latino

☐ Native Hawaiian or other Pacific Islander

☐ Two or more Races

☐ Caucasian or White

What type of living environment do you predominantly reside in?

☐ Rural

☒ Urban

Step 21 Continues

**“USDA is an
equal
opportunity
provider and
employer.”**

Veteran Status :

The U.S. Department of Labor requires USDA to report each year on the number of employees who are veterans. The information you provide will be kept strictly confidential. In addition , this information will be used in accordance with the regulations:

- ☐ Era Veteran
- ☐ Disable Veteran
- ☐ Other Veteran
- ☐ Not Applicable

Disability Status :

Please Check if applicable:

- ☐ Individual with a Disability
- ☐ Not Applicable

Reasonable Accommodation :

Explain what type of accommodation you might need: (not more that 500 words)

USDA is an Equal Opportunity Employer

[Previous Page](#)

Save

[Next Page](#)

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Direct questions or concerns regarding this web site to [DMAPPSERVICES_DL](#)



Step 22

Choose your area of interest.

You have the option to choose more than one.

The screenshot shows the USDA Student Portal interface. At the top is the USDA logo and the title 'STUDENT PORTAL'. Below this is a navigation bar with links: [Eligibility](#), [Definition of Student](#), [General Provisions](#), [Uploading Transcripts / Resumes](#), [EEO Disclaimer](#), and [Home](#). A breadcrumb trail indicates the current path: [You are on>>Welcome>>Internship>>Contact>>Eligibility>>Background>>Applicant Data>>Area of Interest>>Education](#). The main heading 'Interest Area Page' is highlighted with an orange bar. Below it, a link says 'Click here to search for your interest area (you can click more than one)'. A scrollable list of interest areas is shown, including Accounting, Agricultural Marketing, Agricultural Resources, Animal Health & Wellbeing, Biotechnology, Budgeting, Communications, Economics, Education, Education & Extension, EEO Specialist, Emergency Affairs/Emergency Preparedness Response, Engineering, Environmental Quality Research, and Environmental Research. This list is circled in red. Below the list, the 'Preferred Internship Location(s) :' section is also circled in red. It contains two checkboxes: ☒ Headquarters (Washington, DC and Beltsville, MD) and ☐ Field Offices. There is a dropdown menu below these options. At the bottom, there are links for [Previous Page](#), a [Save](#) button, and a [Next Page](#) link.

USDA STUDENT PORTAL

[Eligibility](#) [Definition of Student](#) [General Provisions](#) [Uploading Transcripts / Resumes](#) [EEO Disclaimer](#) [Home](#)

[You are on>>Welcome>>Internship>>Contact>>Eligibility>>Background>>Applicant Data>>Area of Interest>>Education](#)

Interest Area Page

[Click here to search for your interest area \(you can click more than one\)](#)


- Accounting
- Agricultural Marketing
- Agricultural Resources
- Animal Health & Wellbeing
- Biotechnology
- Budgeting
- Communications
- Economics
- Education
- Education & Extension
- EEO Specialist
- Emergency Affairs/Emergency Preparedness Response
- Engineering
- Environmental Quality Research
- Environmental Research








Preferred Internship Location(s) :

☒ Headquarters (Washington, DC and Beltsville, MD)

☐ Field Offices

[Previous Page](#) [Save](#) [Next Page](#)


STUDENT PORTAL

[Eligibility](#)
[Definition of Student](#)
[General Provisions](#)
[Uploading Transcripts / Resumes](#)
[EEO Disclaimer](#)
[Home](#)

[Welcome](#) > [Internship](#) > [Contact](#) > [Eligibility](#) > [Background](#) > [Applicant Data](#) > [Area of Interest](#) > **Education**

Education

Academic Status
 Total credit hours : (total credit earned before the start of the session to which you are applying)
☒ Semester Hours ☐ Quarter Hours
 *Academic level: (level prior to the session to which you are applying)
 Cumulative GPA: on the scale of
 Are you a full time student : ☐ Yes ☒ No
Degree :
 Degree Anticipated : ☐ Associate's ☐ Bachelor's ☒ Joint Bachelor's / Master's ☐ PhD ☐ Law ☐ GED or High School Diploma
 Anticipated Graduate Date : (mm/dd/yyyy)
 Academic Major :

☐ Accounting
 ☐ Research
 ☐ Human Nutrition
 ☐ Agricultural Marketing
 ☐ Environmental Research
 ☐ Human Resources
 ☐ Agricultural Resources
 ☐ Food
 ☐ Information Technology
 ☐ Animal Health & Well-being
 ☐ Safety
 ☒ International Affairs
 ☐ Biotechnology
 ☐ Rural Development
 ☐ Investigators Nutrition
 ☐ Budgeting
 ☐ Foreign Agriculture
 ☐ Plant/Protection
 ☐ Communications
 ☐ Veterinary Services
 ☐ Quarantine Procurement
 ☐ Environmental Quality
 ☐ Forestry
 ☐ Education

Schools :
 List the school(s) in which you are currently registered. Transcripts must be submitted for each institution listed below.


School Information	Name	Address	City	State	Zip	Country	Attendance	Transcript	Delete
Attendance at the school : From (Month / Year): <input type="text" value="April"/> <input type="text" value="2011"/> To (Month / Year): <input type="text" value="April"/> <input type="text" value="2011"/> (education Date) Upload Transcript (pdf / tiff) <input type="text" value=""/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/> <input type="button" value="Add School"/>									
				51			April 2011 To April 2011		X

Upload Resume (pdf / tiff) [FINAL - Federal Resume Nov 5 20101594.pdf](#)

[Previous Page](#)

This Site is best viewed on IE 6.0 or higher

Direct questions or concerns regarding this web site to [DMAPP SERVICE 6, DL](#)



Upload resume

Step 24

Check before
submitting
application

Checking completion of application before submitting

- ☐ Internship Sessions
- ☐ Contact Information
- ☐ Eligibility
- ☐ Background Data
- ☐ Applicant Data (Optional)
- ☐ Area of Interest
- ☐ Education

Step 25

Submit your application by clicking continue

[Previous Page](#)

Continue

Step 26

Confirmation

Congratulation!

Thank you for applying to USDA Summer Internship Program. An email confirmation will be send to you to acknowledge that your application was received.

Please allow two to three weeks for the application review process.

A USDA Student Employment Coordinator will be in touch with you if your application was selected.

Notification to Applicant – Thank you note for applying

FREQUENTLY ASKED QUESTIONS

WHAT DOES A COMPLETE APPLICATION INCLUDE?

- Online Application Form
- Resume (upload)
- Transcript (unofficial is acceptable) (upload)

All items are to be electronically submitted as part of the application. *Please upload the documents in Word or PDF format and follow the instructions when uploading the documents.*

WHEN IS THE APPLICATION DUE?

Applications are accepted beginning the last week of January through the last week of April of each year and notification of placements are made between mid - April and mid - May of each year. Orientation day starts in mid-June for headquarter interns and orientation for field interns starts on their first day of work.

WHEN ARE PLACEMENTS MADE?

Agency student employment coordinators search the repository application database and can select your application. The student employment coordinator then verifies whether an available position exists within the agency, and at the requested field office, for a student with your characteristics and qualifications (college major, work experience background, skill-set). The student employment coordinator will forward the application to a hiring manager based on your characteristics.

The hiring manager interviews and selects the student. Once the hiring manager selects the student and makes the offer, the Agency student employment coordinator makes the arrangements for placement at the agency, providing selectee with informational materials for placement and orientation schedule .

CONTACT INFORMATION FOR USDA STUDENT PROGRAMS

If you have any questions or concerns, please send your inquiry via email at USDA.Internships@dm.usda.gov. In the subject area write: "Summer Internship Program."

For technical questions regarding the "Student Portal" site, please direct your questions or concerns to the following email address: Dmappservices@ocio.usda.gov.